



Special Use Application Packet

Village of Morton Grove
Department of Community and Economic Development
6101 Capulina Avenue, Morton Grove, Illinois 60053
847-663-3063
commdev@mortongroveil.org

PROCESS OVERVIEW

A Special Use request typically takes 3-4 months for review. The process includes submittal of the application and associated documents, public meetings with the Traffic Safety and Appearance Commissions, a complete review of plans by all Village Departments, a Staff-Applicant conference, legal notice, public notice sign posting, notification period, and applicant submittal of revised plans and documents. The Plan Commission will then conduct a public hearing for all Special Use requests, including determining whether to recommend for or against the application, or to continue the request for further review.

The Village Board then considers the Plan Commission recommendation over a two-meeting period. At the first meeting, the application is presented with a summary report. At the second meeting, the Board votes on an ordinance to grant the request.

This overview is provided only as a summary of the Special Use request process. This full packet contains specific information about requirements and expectations for each step in the process.

APPLICANT / PETITIONER RESPONSIBILITIES FOR A SPECIAL USE

- The applicant is required to attend the public hearing of the Plan Commission and the Village Board meetings where the application is reviewed. The property owner should also attend these meetings. If the owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to respond to any questions or issues regarding the application.
- The applicant is required to attend the Traffic Safety Commission and Appearance Commission meetings, if they are required for the application. The applicant must present their request to these respective commissions.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information or clarifications from Village Staff.
- The applicant and property owner must allow the Village to place a public hearing sign on the subject property. The applicant and property owner must also allow Village Staff, Plan Commissioners, and Village Board members to visit the property in preparation for their review of the case.
- At the public hearing of the Plan Commission, the applicant must present their case to the Commission. The applicant will speak before the Commission and should specifically address each of the Standards for Special Use. These Standards are included in this application packet.

STANDARDS FOR SPECIAL USE

The applicant is advised to verbally discuss the following Standards for Special Use when appearing before the Plan Commission at the Public Hearing. These are located in Section 12-16-4-C-5 of the Unified Development Code, and are listed below:

Standards For Special Uses: The following standards for evaluating special uses shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:

- a. **Preservation of Health, Safety, Morals, and Welfare:** The establishment, maintenance and operation of the special use will not be detrimental to or endanger the public health, safety, morals or general welfare.
- b. **Adjacent Properties:** The special use should not be injurious to the use and enjoyment of other property in the immediate vicinity for the uses permitted in the zoning district.
- c. **Orderly Development:** The establishment of the special use will not impede normal and orderly development or impede the utilization of surrounding property for uses permitted in the zoning district.
- d. **Adequate Facilities:** Adequate utilities, access roads, drainage and other necessary facilities are in existence or are being provided.
- e. **Traffic Control:** Adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the public streets. The proposed use of the subject site should not draw substantial amounts of traffic on local residential streets.
- f. **Adequate Buffering:** Adequate fencing and/or screening shall be provided to ensure the right of enjoyment of surrounding properties to provide for the public safety or to screen parking areas and other visually incompatible uses.
- g. **Conformance to Other Regulations:** The special use shall, in all other respects, conform to applicable provisions of this title or amendments thereto. Variation from provisions of this title as provided for in subsection 12-16-3:A, "Variations," of this chapter, may be considered by the plan commission and the village board of trustees as a part of the special use permit.

PRE-APPLICATION MEETING

Applicants are encouraged to contact and meet with the Village's Department of Community and Economic Development on proposed special use requests before submitting an application. Staff is available by appointment at the Village Hall typically Monday through Friday from 8:30 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to present a general concept

to the Village on the Special Use to be requested. This will also allow the Department time to determine what items will be required for submitting the application, and to suggest any necessary adjustments to the request. This step is important in order to save time, effort, and expense throughout the rest of the process.

COMPLETE APPLICATION SUBMITTAL

The applicant must submit a complete application to the Department to start the Special Use process, including **30** copies of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be complete, it will follow the Village's Procedural Control Schedule, which is provided in this application package.

The following items and information are a part of the Special Use application, unless otherwise specified by the Director:

- 1) Completed Special Use Application with authorized signatures, including responses to how the Special Use Standards are being met with the proposed project.
- 2) Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted). *Include a paid tax bill from property owner, and if tenant is applicant, a lease document.*
- 3) Written authorization from the property owner to file application and accept conditions of approval regarding the project and the property.
- 4) Current plat of survey by a registered land surveyor, showing lot lines, all existing buildings and physical features including paved areas, utility lines, easements, right of way, and other property interests.
- 5) Site plan (to scale) for proposed development, including the following:
 - a. Building location
 - b. Traffic access and circulation (traffic movement onto and around site)
 - c. Parking (stall and aisle dimensions; required parking calculations; accessible parking identified; total parking provided on site)
 - d. Site area, building area, and floor area ratio (FAR)
 - e. Impervious surface area/percentage of site area (for new projects or as required by the Village)
 - f. For new residential, numbers of units and composition
 - g. Landscaping (detailed planting plans and plant list)
 - h. Lighting (location, type of light head, wattage, and photometric analysis).
 - i. Fire lanes
 - j. Loading dock or loading area
 - k. Site environs (showing locations and distances of all structures on adjacent properties, and uses of existing properties)

- 8) Building elevations (*if required by Village; typically necessary for new construction, redevelopment, and/or building renovations*)
- 9) Floor plans.
- 10) Engineering Data (*if required by Village; typically necessary for new construction, redevelopment, and/or other changes to an existing site*)
 - a. Topography (*one-foot contour intervals or elevations on a 25 foot grid based on U.S.G.S. datum within 100 feet of parcel*)
 - b. Existing utilities (*all within 100 feet of parcel*)
 - c. Proposed utilities (*sanitary and storm sewer with placement of manholes and retention areas; water main with placement of valves and hydrants*).
 - d. Storm water detention (*proposed facilities; calculations*)
 - e. Streets, alleys, public easements and utility rights-of-way (*location, width and names*)
 - f. Floodplain notation
- 11) Traffic and parking impact analysis
- 12) Photographs or other materials requested by City Staff.
- 13) Check(s), made payable to the Village of Morton Grove, for:
 - a. Application fee (\$500 for properties in C1, C2, CR, M1 or M2 or \$250 for properties in R1, R2 or R3).
 - b. Escrow fee for administrative processing (\$1000 for all requests).

VILLAGE STAFF REVIEW AND STAFF/APPLICANT CONFERENCE

Each Special Use application is distributed to various Village Departments: Building, Public Works/ Engineering, Fire, and Police, along with Community Development, for comment.

The Director or Village Staff will forward comments to the applicant generated from this review prior to the Staff/Applicant meeting, and further discuss them with the applicant at the Staff/Applicant Conference. The Director will contact the applicant to schedule a Staff/Applicant Conference using the schedule in the Procedural Control Schedule (attached to this document).

The applicant is responsible for responding to any and all issues noted during the Village review, subject to the deadline for "Revised Materials Due" as noted in the Procedural Control Schedule.

This review process is intended to allow Village Staff the ability to review, discuss and resolve site problems and more directly communicate Morton Grove requirements to applicants. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. After the Staff/Applicant Conference and all Village issues have been addressed, the case will be placed on the next available Plan Commission agenda.

PUBLIC NOTIFICATIONS AND SIGNS

As noted above, the applicant is responsible for submitting the names and addresses of property owners within 250 feet of the property.

Apart from that requirement, the Village carries out all other public notice and legal notice requirements, including the following:

- Placing a Public Notice sign on the property. The applicant must allow this sign to remain where the Village places it on the property for the duration of the planning and zoning review. The Village places these signs at least 10 days before a public hearing, and removes them sign once all Village planning and zoning review is completed.
- Publishing a legal notice in a local newspaper. The applicant should understand that the property in question will be identified publicly for their request.
- Sending notification letters to surrounding property owners. Again, the applicant should be aware that such letters are sent identifying the property, nature of request, and public hearing where anyone can speak about a request.

The Applicant should also expect Village Staff and Plan Commission members to visit the property to gather more information about the request.

Applicants may discuss the case with Village Staff, but should NOT speak about the case with Commissioners; any violation of this can result in the case being withdrawn due to "ex parte" communications as specified by Illinois State Law.



Sample Zoning Application Sign Notice

TRAFFIC SAFETY COMMISSION & APPEARANCE COMMISSION

The Traffic Safety and Appearance Commission meetings are an opportunity for these Village commissions to provide a more detailed review of proposed projects, and provide recommendations for the applicant, Staff and the Plan Commission. Staff will determine whether these meetings are required for each project. At these meetings, the applicant must present their request for review, and be prepared to answer questions.

The Traffic Safety Commission focuses on traffic, parking and related topics, while the Appearance Commission's area of review is building facade design, landscaping, and signs.

PLAN COMMISSION

The public hearing is an opportunity for the Plan Commission to hear testimony from the applicant and other concerned parties regarding the Special Use request. At the public hearing of the Plan Commission:

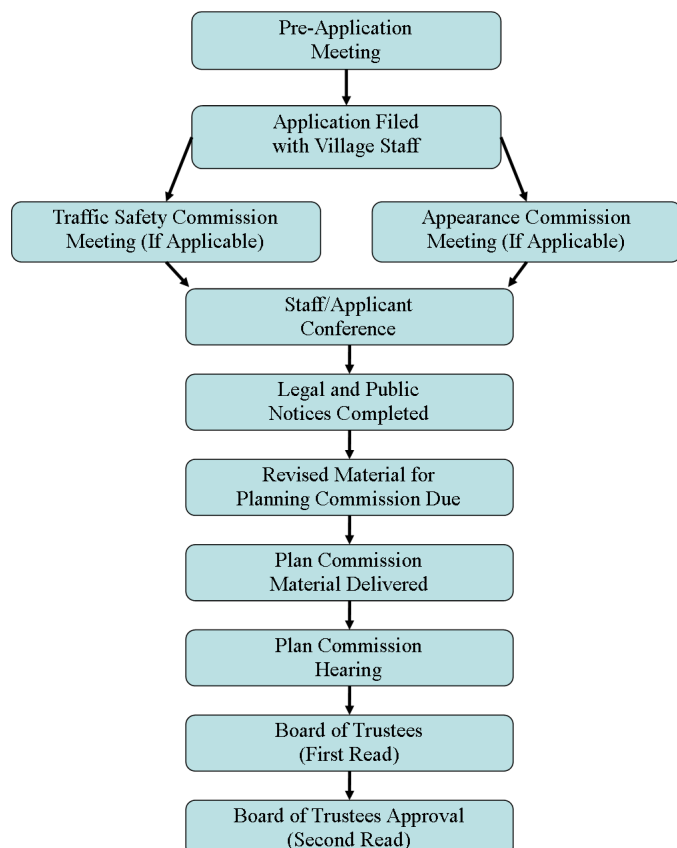
- The applicant must be present. The owner should also be present, or have previously provided written authorization for the applicant to represent the property. The applicant's presence is required at the public hearing to respond to questions from the Commission and/or interested parties, or to respond to requests for further information. All communications and responses to questions or issues should be addressed to the Plan Commission.
- A recording secretary will be present to summarize verbal testimony provided at the public hearing.
- The applicant will speak at the Commission meeting, for the record, to present the request and to address the Standards for Special Use.

At the end of the public hearing, the Plan Commission will discuss the case and vote to recommend either approval or disapproval of the request to the Village Board. In order for the Plan Commission to recommend approval, the Commission must find that the proposed Special Use meets the standards described above.

VILLAGE BOARD

In this final step, the Village Board will consider the information presented in the written Commission report and as presented by the Plan Commission Chair at the first of two Village Board meetings in the process. At this first meeting, the reports are presented along with the ordinance for the special use. At the next regular meeting, the Board will vote on the ordinance for the special use.

The applicant should attend these meetings, which are typically held the second and fourth Mondays of each month. If the ordinance is approved, it is signed by Village officials and a copy provided to the applicant. The applicant then has one year from that approval date to begin the building process by applying for a building permit. If no action is taken in that one-year period, the ordinance is revoked.





SPECIAL USE APPLICATION

Village of Morton Grove

Department of Community Development
6101 Capulina Avenue, Morton Grove, Illinois 60053
847-663-3063 | commdev@mortongroveil.org

CASE NUMBER: _____ DATE APPLICATION FILED: _____

APPLICANT INFORMATION

Applicant Name: _____

Applicant Organization: _____

Applicant Address: _____

Applicant City / State / Zip Code: _____

Applicant Phone: Work: (____) _____ Home: (____) _____

Mobil / Other: (____) _____

Applicant Fax: Work : (____) _____ Home : (____) _____

Applicant Email: _____

Applicant Relationship to Property Owner: _____

Applicant Signature: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Owner Name: _____

Owner Address: _____

Owner City / State / Zip Code: _____

Owner Phone: Work: (____) _____ Home: (____) _____

Mobil / Other: (____) _____

Owner Fax: Work: (____) _____ Home: (____) _____

Owner Email: _____

Owner Signature: _____

PROPERTY INFORMATION

Common Address of Property: _____

Property Identification Number (PIN): _____

Legal Description (Attach additional sheets as necessary): _____

APPLICANT'S REQUEST (ATTACH ADDITIONAL SHEETS AS NECESSARY):

1. Applicant is requesting a Special Use permit for _____, which is listed as a Special Use for the _____ zoning district of the Village of Morton Grove.

2. Provide responses to the seven (7) standards for Special Use as listed in Section 3.11-8 of the Village of Morton Grove Zoning Ordinance. The applicant must present this information for the official record of the Zoning & Planning Commission. The seven Special Use standards are as follows:

a. The establishment, maintenance, or operation of the Special Use will not be detrimental to, or endanger the public health, safety, morals, comfort, or general welfare;

b. The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the neighborhood;

c. The establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district;

d. Adequate utilities, access roads, drainage and/or necessary facilities have been or are being provided;

e. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets;

f. The proposed Special Use is not contrary to the objectives of the current Comprehensive Plan for the Village of Morton Grove; and

g. The Special Use shall, in all other respects, conform to the applicable regulations of the district in which it is located, except as such regulations may, in each instance, be modified pursuant to the recommendations of the Commission.

CHECKLIST

- _____ **Completed Special Use Application** with authorized signatures (30 copies)
- _____ **Responses to the Special Use Standards** (30 copies)
- _____ **Evidence of ownership**, such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust. If applicant is tenant, provide lease document (1 copy).
- _____ **Written authorization from property owner** to file application and accept conditions of approval regarding the project and the property (1 copy).
- _____ **Current plat of survey** showing lot lines, any buildings on the property and legal description of the subject property (30 folded copies)
- _____ **Site plan** for proposed development (30 folded copies)
- _____ **Accompanying plans** for elevations, landscaping, and parking (30 folded copies)
- _____ **Interior floor plans** (30 folded copies)
- _____ **Engineering data** where applicable (30 folded copies)
- _____ **Traffic and parking impact study** prepared by a licensed engineer (30 copies)
- _____ **Check for Special Use application fee**, payable to the Village of Morton Grove
- _____ **Check for administrative processing escrow fee**, payable to the Village of Morton Grove